



## **SOUTH DAKOTA 9-1-1 COORDINATION BOARD**

**MEETING MINUTES FOR APRIL 11, 2013**

**HELD VIA TELECONFERENCE**

**Board members present:** Carmon, Falken, Haines, Harding, Jaeger, Rufledt, Sawvell, Serr, Turbak

**Board members absent:** Barthel, Price

**Staff Present:** Shawnie Rechtenbaugh (State 9-1-1 Coordinator), Jenna Howell (DPS), Angie Lemieux (DPS)

**Others present:** Bryan Krause, Ex-Officio Member, Dawn Sattler (Roberts County), Roger George (Roberts County), Ronnie Lee (Roberts County), Sue Black (Lawrence County 911), Deb Bice (Winner PD), Chief Paul Schueth (Winner PD), Scott McMahon (Watertown PD), Eric Erickson (Century Link)

### **I. Call to Order and Roll Call**

Meeting called to order at 10:00 AM CDT by Rufledt. Roll call was taken and a quorum was present.

### **II. Approval of Agenda**

Motion to approve agenda.

Moved by: Serr                      Seconded by: Haines

Discussion: Carmon requested the addition of NENA conference under Other Business.

Motion carried unanimously.

### **III. Approval of Meeting Minutes**

Motion to approve Feb. 7 and March 1, 2013 meeting minutes.

Moved by: Carmon              Seconded by: Jaeger

Discussion: Carmon noted a few corrections.

Substitution Motion to approve Feb. 7 and March 1, 2013 meeting minutes with corrections as noted by Carmon.

Moved by: Carmon              Seconded by: Jaeger

Discussion: None

Motion carried unanimously.

### **IV. Board Member Terms Expiring**

Four board member terms will expire on June 30, 2013: Ted Rufledt, Jr. (Dakotas Chapter of NENA), Doug Barthel (SD Police Chiefs Association), Kelly Serr (SD Sheriffs Association), Jeff Carmon (SD Service Providers). Rufledt, Serr and Carmon have expressed interest in serving another term. Barthel advised he would like to give someone else from his organization the opportunity to serve on the board. Per statute, Rechtenbaugh has contacted each organization for a list of 10 names which will be submitted to the Governor for consideration. Those lists are due by May 1<sup>st</sup>. Each term is 3 years.

### **V. LET 911 Training Coordinator Update**

Rufledt advised the Board that Law Enforcement Training was recently informed during the 2013 legislative session an FTE had been cut from their budget. The 911 Training Coordinator position was vacant at the time and LET felt their best option was to use existing staff and resources to carry out the 911 training tasks instead of terminating another employee at LET then filling the 911 Training Coordinator Position. Staff from within LET has taken over the duties of the 911 Training Coordinator and will endeavor to provide the same training services as in the past. The new 911 Basic course curriculum will be used at the next class. Rufledt advised he had communicated with several PSAP administrators who are supportive of the plan moving forward but hope to see the position filled again in the future. Falken advised he also sits on the Law Enforcement Training Commission and would be willing to keep the board apprised of any developments at LET with the 911 training program or coordinator position.

## **VI. Coordinators Report**

**Condition Statement** – The March Condition Statement was revised for the Boards consideration. Turbak made some suggestions to make the report easier to read. The Condition Statement shows what was previously listed as two sub funds now as the two revenue streams into the 911 Coordination Fund. The 2% pre-paid wireless revenue received to date is \$298,254. The revenue from the states portion of the \$1.25 is \$1,634,220. Total balance in the 911 Coordination Fund is \$2,352,804.

**Surcharge Collections Report** – At the request of the board the Totals column for Line Counts was removed from the report as this was a misrepresentation of the line counts. Jaeger asked why there is no administrative fee showing for October and beyond for the pre-paid Wireless. Rechtenbaugh will follow up and provide an answer at the next board meeting.

**FY14 Budget** – Rechtenbaugh reminded the Board the 911 Coordination Fund is an informational budget and explained what that meant. A draft budget for FY12 was prepared for consideration by the Board. The bulk of the funds were moved to the Contractual Services and Capital Outlay line items to pay for anticipated NG911 project costs in 2014.

Motion to approve the draft FY14 911 Coordination Fund informational budget.

Moved by: Turbak      Seconded by: Harding

Discussion: None

Roll call vote: 9 yea's, 0 nay's

**City/County Annual Financial Reports** – Rechtenbaugh advised to date she has received 72 of the 75 (79 with Tribal) reports. The deadline for submission was March 31, 2013. Rechtenbaugh has been in contact with those who have yet to submit and they are working to get their reports turned in. Of the 72 reports that have been submitted, eight reports have errors or additional information has been requested to help verify if the expenses were allowable. The most common issues have been payment of non-allowable wages (15 counties), paying for street signs (3) and non-allowable communication equipment (5 reports). Further discussion about changing the 50% of time rule for allowable wages was moved to the Legislative Subcommittee report later in the meeting.

**Smart Software Solutions** – Rechtenbaugh advised she continues to work with Smart Software Solutions on the web based annual financial reporting system for counties, cities and PSAPs.

About half of the contract has been expended to date. They report being on track with work as planned and are just finishing up the development phase with testing phase starting next week.

**NPSTW** – Rechtenbaugh advised April 14-19 is National Public Safety Telecommunicators Week. Governor Daugaard has signed a proclamation declaring the week in SD. In addition, the Governor signed a certificate of recognition for each PSAP in the state. The certificate reads “Recognizing your vital contributions to the safety and well-being of the citizens of South Dakota.” DPS also did a press release that was picked up by KELO and the Rapid City Journal thus far.

**Promotional Items** – Rechtenbaugh advised at the last meeting the board approved the purchase of promotional items. The order for sticky notes, pens, pencils and magnets has been placed totaling \$3,604.03. The items should be received next week.

## **VII. Allowable Radio Equipment**

Jaeger asked for this item to be added to the agenda. He reported having been approached by commissioners of some counties that contract for 911 service. They expressed a desire to be allowed to purchase Extenders for volunteer fire department responder vehicles to help improve radio communication with the PSAP. Jaeger would like to see some additional flexibility in this rule. Rufledt explained an extender is a piece of equipment mounted in a vehicle that helps extend the range of a portable radio and is different than a repeater. Currently the rule says radio equipment on the PSAP side of the repeater, including the repeater, can be purchased using 911 funds. It was suggested there may be fire fighter grant funds available to cover these kinds of costs and Rufledt can provide contact information to Jaeger. Serr suggested Jaeger look into adding repeaters in the area with poor coverage and linking them as a possible solution to the problem. Haines also reported this solution has been used in their contracting counties with success.

## **VIII. NG911 Consultant Contract**

**Email and Press Release** – Rechtenbaugh advised the NG911 consultant contract is at DPS and should be signed by the Secretary in the next day or two. The board discussed the content of a message to PSAP directors and other interested parties in the state regarding the status of the NG911 project. A draft message had been sent to Board members for review prior to the meeting. Rechtenbaugh will work with the DPS Public Information Officer to finalize the update and a press release.

Motion to finalize an update to PSAPs and press release using the draft content reviewed by the board.

Moved by: Carmon      Seconded by: Haines

Discussion: None

Roll call vote: 9 yea's, 0 nay's

**Kick Off Meeting** - The first order of business when the consultant contract is signed is to hold the Project Kick-Off Meeting. The consultant will bring several key staff and this will provide an opportunity for them to gather some information: historical, current landscape of 911 and where we are planning to go for NG911. We will review the Scope of Work and discuss each project in detail. This meeting is estimated to take about 4 hours and is tentatively planned to take place in Pierre.

In general the Board agreed this meeting should be a meeting of the full board but because of the fairly short notice, not all members may be able to make it. Rechtenbaugh did not anticipate that any decisions would need to be made at the meeting thus, if a quorum were not able to make it, the meeting could still be held. Rufledt stated he hoped at a minimum, Board leadership and the subcommittee chairs could be there. Because all members could be there, the meeting will be noticed and open to the public. Possible dates

include April 25 or 26<sup>th</sup>, or the latter part of the week of May 6<sup>th</sup>. Rechtenbaugh will contact the consultant to firm up a date and specific location and will let the board know as soon as possible.

## **IX. Subcommittee Reports**

### **Legislative Subcommittee – Carmon**

DPS Staff Attorney Jenna Howell needs a list of rules the board identifies as new or in need of change, or the can be rescinded, by April 15<sup>th</sup>. Carmon advised the legislative subcommittee has reviewed all areas of Administrative Rule that relate to 911 and will report to Howell on those in need of revision. The board was provided with a preliminary list of the committees' findings. Carmon advised the committee will hold a conference call meeting in the next couple weeks to draft specific recommended changes for Howell. The Board would need to approve any such changes before sending them to the Rules Review Committee. Howell cited upcoming Rules Committee meeting dates.

### **Technical Subcommittee – Carmon and Serr**

Serr reported he had read through the FCC report to Congress on NG911 that was sent out previously and found it was good information and that he felt we were on the right track here in South Dakota. He encouraged other Board members to read it as well.

### **Operations Subcommittee – Falken and Haines**

Nothing to report at this time.

### **Funding Subcommittee - Turbak**

Turbak advised the committee still needed to draft some language for the state 911 master plan about the 911 Coordination Fund Grant Program and plans for that program in the future. Turbak and Rufledt both reviewed the revenue received to date since the law took effect 7-1-12. This should provide some good information about revenue projections through the NG project to provide to the consultant.

## **X. Executive Session**

The board had no need for an executive session.

## **XI. Other Business**

**Next Board Meeting-** Will be the NG911 Project Kickoff Meeting with the Consultant. The next meeting was scheduled on June 13<sup>th</sup> but this date will not work for Rechtenbaugh. Board members removed the 13<sup>th</sup> from their calendar and penciled in June 6<sup>th</sup> and 27<sup>th</sup> as possible meeting dates. A final decision will be made at the Kickoff Meeting.

**NENA Conference** - Carmon reported the National Emergency Number Association (NENA) Conference will be held June 16-19<sup>th</sup> in Charlotte, NC. Carmon attended a couple of years ago and found it to be very beneficial. He would like to attend again on behalf of the board and asked if the board would consider covering half his travel costs with his employer, CenturyLink, covering the other half.

Motion to cover up to all travel costs for Carmon to attend the National NENA conference to include all expenses to attend the conference.

Moved by: Falken      Seconded by: Jaeger

Discussion: Discussion if the motion should be expanded for members of the technical subcommittee or any member of the board to attend. A couple of others expressed interest but have conflicts.

Motion carried unanimously

**Dakota 911 Conference** – Ruffledt advised will be the week of Sept. 16<sup>th</sup> in Bismarck, ND. Additional information will be forwarded when it becomes available.

**XII. Public Comment**

There was no public comment.

**XIII. Adjourn**

Motion to adjourn.

Moved by: Carmon                      Seconded by: Serr

Discussion: None

Motion carried unanimously.

Meeting adjourned at 12:13pm central time.